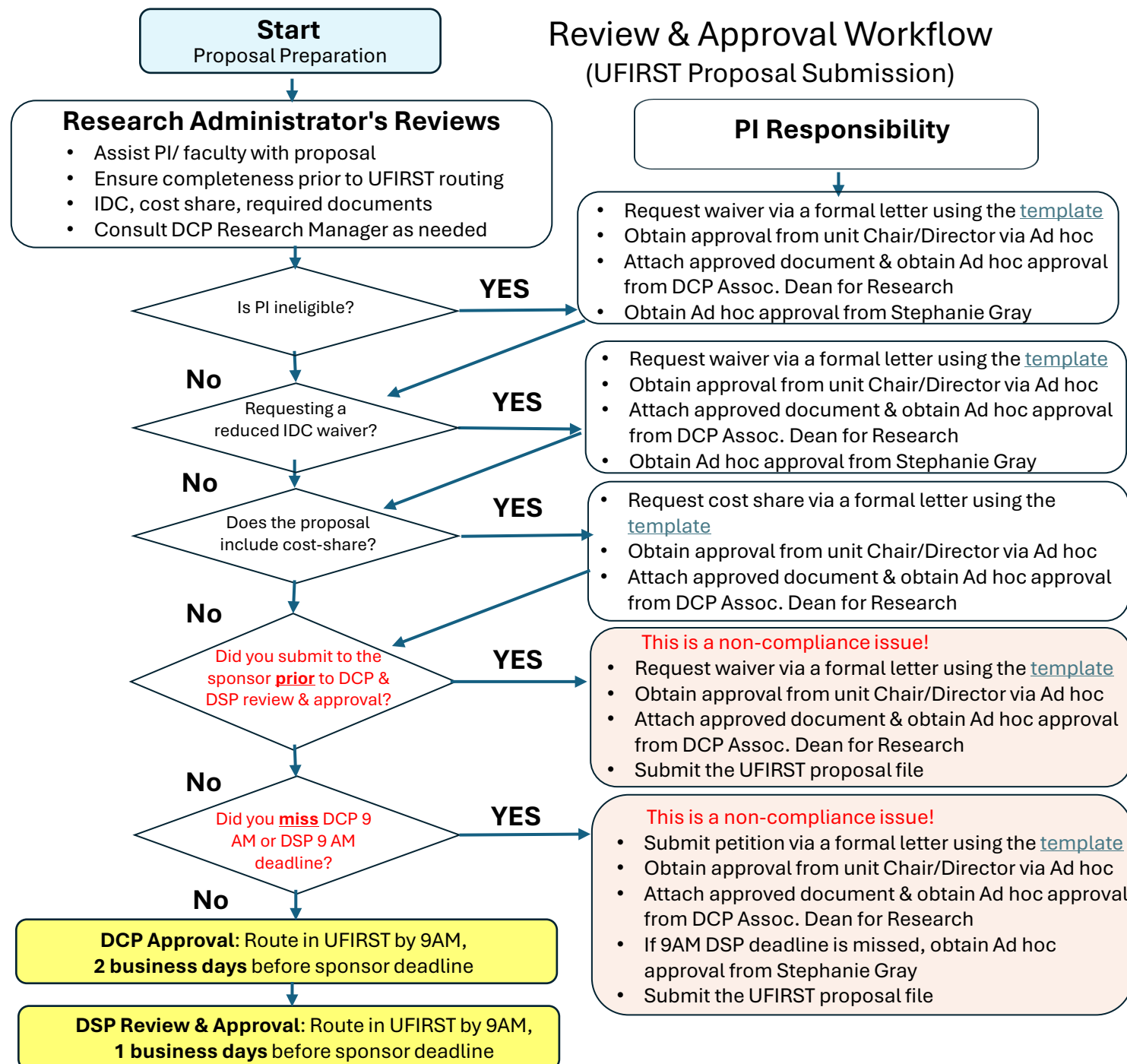




Best Practices

- Contact your Level 1 Approver at least 1-2 business days before submission to ensure timely review and approval.
- Be proactive! If your assigned approver is unavailable, immediately reach out to their designated backup.
- As deadline approach, walkover approvals may be necessary; plan accordingly.

Note

- Obtaining internal approval **does not guarantee** that DSP will accept the request (e.g., IDC waivers or cost sharing) or the proposal if it is submitted to the sponsor prior to required approvals or after the DSP deadline has passed.
- PIs should use the [template](#) provided on our DCP website for the required formal letter.
- Research Administrators should assist in obtaining the required ad hoc approvals (Level 1, Level 2, and DSP, when applicable) as part of efforts to reduce the administrative burden on faculty and project teams.